

Interview Preparation Planner

NAME _____ DATE _____ PERIOD _____

1. Prepare for the Context

Interview preparation changes with the workplace, task, safety needs, format, technology, and accommodation. It is not one expensive, gendered, body-based, cultural, eye-contact, handshake, or camera rule.

Word bank: context/contexto · task/tarea · accommodation/adaptación · evidence/evidencia · follow-up/seguimiento

FICTIONAL INTERVIEW	TWO PREPARATIONS THAT FIT THE CONTEXT	ONE ITEM TO VERIFY
Office/customer-facing		
Skilled-trade task demonstration		
Virtual or phone		

Use the frame: **For a [format/task] interview, Jordan should prepare [action] because [job, safety, technology, or access reason].**

2. Build Evidence, Not a Memorized Script

Start with one entry from your **CCE Six-Weeks Evidence Log** if you have it. The log is a source, not another submission. Use **Situation or Task - Action - Result or Reflection** when a question asks for an example. A school, project, activity, service, or responsibility example is valid. Do not invent paid work, a number, or a result.

If the log is unavailable or not appropriate, use the complete Jordan evidence bank: six-week supply checkout · 120 entries checked · labels revised after confusion · supervised family-event greeting · clarifying questions · no paid work claimed

Accessible opening model: “Hello. I’m Jordan. I’m here to discuss the office assistant role. Thank you for meeting with me.”

Accessible close model: “Thank you for your time. What is the next step in your process?”

Use speech, AAC, text-to-speech, an interpreter, or a private teacher conference. A professional opening or close does not require a handshake, eye contact, camera, or one body or speech style.

3. Prepare Three Interviewee Responses

Question 1: Tell me about yourself and why this role interests you.

Question 2: Give an example of accuracy, organization, or problem solving.

Question 3: How would you handle unclear instructions or private information?

One honest growth statement plus a specific action:

4. Prepare the Interviewer Role

The interviewer asks one question at a time, allows thinking time, listens, records neutral evidence, and asks a job-related follow-up. Do not ask about family, religion, health, disability, immigration, age, or other protected or unrelated personal information.

Useful follow-up for an incomplete answer:

Neutral evidence note:

One question Jordan can ask about the job or training:

5. Confirm the Day 5 Route

My assigned route: **paired live / small group / teacher conference / private recording / AAC**

Technology or communication check: _____

☐ I know my assigned route. If I need a different route or support, I will tell the teacher privately; I will not write private details here.

Final preparation action:

Practice Quiz: Complete the five-question Canvas check and review every feedback explanation.